BUILDING PROBLEMS AND/OR DISASTER RECOVERY REPORT (continued)

IV. FOLLOW-UP

Action taken: _____

Date disaster area cleaned: _____ By Whom: _____

Date returned to shelves: _____

Short narrative of disaster and subsequent recovery:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Has this area been the site of previous problems? _____

If so, most recent date: _____

V. BUDGET

Staff hours: _____

Supplies: _____